

Posting Details

The Weatherford College Police Department in Weatherford Texas is seeking a qualified certified police officer. Contact Sergeant Dee Dee Perkins at 817-598-8851 for more information.	
Requisition Number	S0017614
Position Title	Patrol Officer
Position Number	PD0015914
Full-time/ Part-time	Full-time
Department	Campus Police
Campus	Main Campus
Type	Classified
FLSA	Non-Exempt
Term	12-month
Pay Grade	6
Pay Grade Minimum (indicate Per Hr. Semester or Year)	\$15.35/hr
Proposed Start Date	09/02/2020
Is Grant Funded?	No
Position Summary Information	
Job Description Summary	Responsible for the execution of the Weatherford College Police Department’s mission statement; to provide a safe and secure environment on the Weatherford College Campus.

	Protects the safety of students, faculty, staff, and visitors to Weatherford College; guards college property against fire, theft, vandalism, and illegal entry.
Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Required Education	HS diploma or equivalent; TX basic peace officer certification
Preferred Education	30 college credit hours
Required Experience	0-6 months related experience
Preferred Experience	
Essential Duties and Responsibilities	<p>Protects the social and academic environment and preserves the legal rights of individuals by patrolling buildings and grounds of college; examines doors, windows, and gates to determine that they are secure; warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels person(s) engaging in suspicious or criminal acts; inspects equipment and machinery to ascertain if tampering has occurred. Investigates accidents, incidents, and offenses and prepares appropriate reports. Regulates traffic and parking to maintain orderly flow; enforces campus motor vehicle rules and regulations. Maintains uniforms, equipment, and vehicles.</p> <p>Watches for and reports irregularities such as hazards, leaking water pipes and secures doors left unlocked. Observes department personnel to guard against theft of company property. Sounds alarms and notifies fire department. Permits authorized person to enter property. Records data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for supervisory staff.</p> <p>All officers of the department will at all times, within jurisdictional limits, prevent crime, preserve the peace, protect life and property, detect and arrest violators of the law and enforce the laws of the United States and the state of Texas and all local ordinances in accordance with the rules, regulations, policies, procedures and orders of the jurisdiction and the department. Officers will be conscience that when they act under the “color of the law,” that the phrase includes not only laws but also policies, procedures, ordinances, common usage and customs. Other duties may be assigned.</p>

Knowledge, Skills and Abilities	Ability to treat all persons with respect, dignity and justice, without discrimination based upon age, sex, race, color, religion, national origin, disability, veteran status, genetic information, sexual orientation or gender identity; ability to exercise the highest professional and ethical standards in the use of College time and resources and observe the stated policies and procedures of the College; ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community; and, ability to effectively present information to various groups if necessary.
Supervisory Responsibilities	Supervises on duty security personnel
Certificates, Licenses, Registrations	Satisfactory completion of a Texas accredited Police Academy and the State Certification Examination.
<p>Physical Demands</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p>	
Activity	Walk
Frequency	Frequent
Task	Walking to various locations on campus
Activity	Sit
Frequency	Occasional
Task	Sitting at a desk to complete paperwork

Activity		Lift 21-50 lbs
Frequency		Occasional
Task		Lifting/moving supplies and equipment
Work Environment		
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in office settings and off campus settings. Ability to tolerate varying stress levels. Weatherford College does not allow the use of tobacco products in any of its buildings.		
Condition		Use of video display terminal
Example of condition		Using a computer to perform duties
Condition	Exposed to weather	
Example of condition	Patrolling the campus in all weather conditions	

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Condition	Potential Hazards
Example of condition	Potential hazards when dealing with suspects

Posting Detail Information

<http://jobs.wc.edu/postings/3352>

08/18/2020	
Close Date	
Open Until Filled Yes	
Special Instructions to Applicants	
<p>This position is designated as a security sensitive position and requires a satisfactory criminal history background check.</p> <p>Males between the ages of 18 through 25 must be properly registered with the Selective Service System to be eligible for employment.</p> <p>Weatherford College does not participate in the federal Social Security program. As a result, employees/retirees of the college are subject to the federal Windfall Elimination Provision (WEP) and possibly the Government Pension Offset (GPO) laws. For information on the WEP and the GPO, visit the Social Security Administration's website at http://www.ssa.gov/gpo-wep.</p> <p>Weatherford College is an Equal Opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination regardless of age, sex, race, color, religion, national origin, disability, veteran status, genetic information, sexual orientation or gender identity.</p>	
Quick Link	
Required Documents	
1. Resume/vitae	

2. Cover Letter
3. Transcript 1
4. Certifications/Licenses
5. Letter of Recommendation 1
6. Letter of Recommendation 2

Optional Documents

1. Transcript

Guest User

Email Addresses of Guest User Recipients

- bcooper@wc.edu
- dperkins@wc.edu

References

References

Accept References?	Yes
Minimum Number of References	2